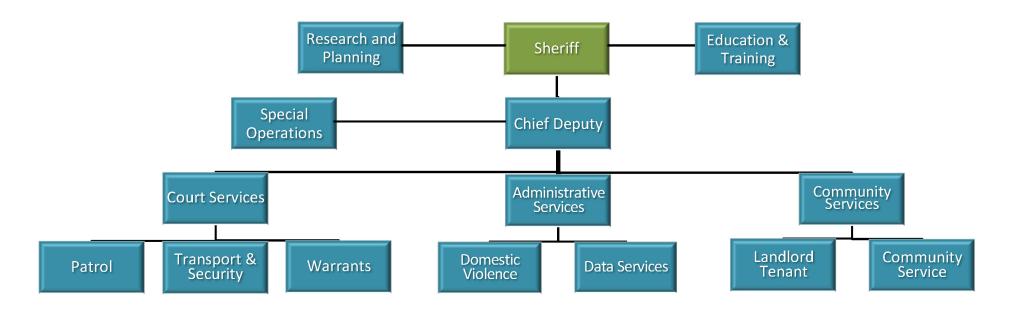
Sheriff's Office Department Narrative

Department Description:

The Howard County Sheriff's Office has been in existence and serving the citizens of Howard County since 1851. The Sheriff's Office offers a broad range of law enforcement services, such as Judicial Security, Summons Service, Warrant Service & Fugitive Retrieval, Domestic Violence Service & Assistance, Prisoner Transportation, and Landlord/Tenant Services.

Outlook : (What is new or different about this years budget?) Maintenance of effort budget.

Sheriff's Office Department Organizational Chart



Sheriff's Office Department Personnel Summary			
Classification	Grade	FY 2017 Authorized	FY 2018 Proposed
1301 - ADMINISTRATIVE ANALYST I	GI	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	2.00	2.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	6.00	6.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
2403 - SECURITY OFFICER II	KE	3.00	3.00
2404 - SECURITY OFFICER III	KF	3.00	3.00
2405 - DEPUTY SHERIFF	CS3	42.00	43.00
2407 - CORPORAL DEPUTY SHERIFF	KH	5.00	4.00
2409 - SERGEANT DEPUTY SHERIFF	KI	3.00	3.00
2411 - LIEUTENANT DEPUTY SHERIFF	KJ	3.00	3.00
2413 - CHIEF DEPUTY SHERIFF	GL	1.00	1.00
2701 - SHERIFF	ES	1.00	1.00
5205 - HUMAN SERVICES WORKER II	GG	1.00	1.00
SBFS Total		73.00	73.00

Sheriff's Office Department Expenditure Detail

01 - General Fund						
	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
7600000000 - Sheriff's Office						
50 - Personnel Costs Total	5,999,568	6,505,337	6,244,324	6,757,826	252,489	3.88%
51 - Contractual Services Total	684,511	684,453	687,783	700,444	15,991	2.34%
52 - Supplies and Materials Total	128,961	115,000	112,900	125,500	10,500	9.13%
58 - Expense Other Total	634,711	456,413	456,413	413,480	-42,933	-9.41%
7600000000 - Sheriff's Office Total	7,447,751	7,761,203	7,501,420	7,997,250	236,047	3.04%
01 - General Fund Total	7,447,751	7,761,203	7,501,420	7,997,250	236,047	3.04%

Sheriff's Office Department Expenditure Detail

FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
27,299	25,000	25,000	44,800	19,800	79.20%
0	20,000	0	0	-20,000	-100.00%
27,299	45,000	25,000	44,800	-200	-0.44%
27,299	45,000	25,000	44,800	-200	-0.44%
7 475 050	7,906,202	7 526 420	9.042.050	225 047	3.02%
	27,299 0 27,299	Actual Approved 27,299 25,000 0 20,000 27,299 45,000 27,299 45,000	Actual Approved Estimate 27,299 25,000 25,000 0 20,000 0 27,299 45,000 25,000 27,299 45,000 25,000	Actual Approved Estimate Proposed 27,299 25,000 25,000 44,800 0 20,000 0 0 27,299 45,000 25,000 44,800 27,299 45,000 25,000 44,800	Actual Approved Estimate Proposed \$ Change 27,299 25,000 25,000 44,800 19,800 0 20,000 0 0 -20,000 27,299 45,000 25,000 44,800 -200 27,299 45,000 25,000 44,800 -200

Sheriff's Office Division Detail

Divison Personnel Summary: 7600000000 - Sheriff's Office

Classification	Grade	FY 2017 Authorized	FY 2018 Proposed
1301 - ADMINISTRATIVE ANALYST I	GI	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	2.00	2.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	6.00	6.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
2403 - SECURITY OFFICER II	KE	3.00	3.00
2404 - SECURITY OFFICER III	KF	3.00	3.00
2405 - DEPUTY SHERIFF	CS3	42.00	43.00
2407 - CORPORAL DEPUTY SHERIFF	KH	5.00	4.00
2409 - SERGEANT DEPUTY SHERIFF	KI	3.00	3.00
2411 - LIEUTENANT DEPUTY SHERIFF	KJ	3.00	3.00
2413 - CHIEF DEPUTY SHERIFF	GL	1.00	1.00
2701 - SHERIFF	ES	1.00	1.00
5205 - HUMAN SERVICES WORKER II	GG	1.00	1.00
Total Positions		73.00	73.00

Sheriff's Office Division Detail

Division Expenditure Detail: 7600000000 - Sheriff's Office

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
00000000 - General Fund						
ınded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	4,030,066	4,238,434	4,009,696	4,367,260	128,826	3.04%
500190 - Salary-Other	107,540	158,883	143,251	163,649	4,766	3.00%
500900 - Salary-Overtime	153,758	190,000	183,984	196,270	6,270	3.30%
Circuit & District Court trials going over. DV 24 hours. W	eekends and after hours mainte	enance for Circuit Cou	rt.			
501100 - Benefits-FICA	323,059	324,236	331,775	361,629	37,393	11.53%
501300 - Benefits-Health Ins	791,028	912,500	912,500	1,049,375	136,875	15.00%
501500 - Benefits-Retirement	503,539	525,568	497,202	541,543	15,975	3.04%
501700 - Benefits-Worker Com	79,566	155,716	155,716	67,900	-87,816	-56.39%
50 - Personnel Costs Total	5,988,556	6,505,337	6,234,124	6,747,626	242,289	3.72%
510200 - Telecomm Wired	57,737	58,125	58,125	47,653	-10,472	-18.02%
510300 - Printing	13,971	13,000	13,000	13,000	0	0.00%
510400 - Advertise Clip Svc	0	1,000	500	1,000	0	0.00%
510500 - Copier Charges	6,368	5,583	5,583	5,592	9	0.16%
511310 - Radio Maintenance	85,324	83,603	83,603	55,915	-27,688	-33.12%
513100 - Mileage	309	500	500	500	0	0.00%
513110 - Ground Transport	14,539	5,000	10,000	10,000	5,000	100.00%
Airline tickets, car rentals and fuel for vehicles for extrad	itions. Flying and driving for co	nferences and semina	nrs			
513200 - Lodging	6,507	10,000	10,000	10,000	0	0.00%
Hotels for extraditions, hotels for Sheriff's Conferences,	Chief's of Police Conference, tra	aining that requires ov	er night stay.		,	
513300 - Meals	721	0	1,100	2,500	2,500	N/A
For extraditions, conferences and seminars						
513500 - Conf & Seminar Fees	2,132	3,000	3,000	10,000	7,000	233.33%
Professional Development: Continued education opportuenforcement.	nities, networking and sharing o	of best practices, and i	mportant updates in	the field of law		
514700 - Data Processing Svc	386,521	383,872	383,872	425,244	41,372	10.78%
515200 - Laundry Services	29,103	32,000	32,000	32,000	0	0.00%
515300 - Ctrct Food Services	77	0	0	0	0	N/A
515900 - Other Ctrctual Svc	37,086	40,000	38,000	40,000	0	0.00%

Sheriff's Office Division Detail

Division Expenditure Detail: 7600000000 - Sheriff's Office

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
000000 - General Fund						
led Program : 9999999999999999999 - Administration						
515950 - Training Services	1,770	3,000	3,000	5,000	2,000	66.67
Continued annual training to ensure our deputies have to	he skills and knowledge to maxir	mize their safety, prod	luctivity and effective	ness		
516820 - Assoc Member Dues	695	1,000	1,000	2,000	1,000	100.00
Maryland Sheriff/Chief, National Sheriff/Chief, LEEDA, F	BI Academy					
517200 - Vehicle Insurance	39,200	41,630	41,360	37,880	-3,750	-9.01
517300 - Bld Contents Ins	685	840	840	950	110	13.10
517500 - General Liab Ins	1,513	2,300	2,300	1,210	-1,090	-47.39
518060 - Rental-Other	253	0	0	0	0	N
51 - Contractual Services Total	684,511	684,453	687,783	700,444	15,991	2.34
520100 - Office Supplies	20,642	25,500	25,500	27,000	1,500	5.88
Copier/printer toners, cartridges, copier paper, envelope	s and everday office supplies					
520911 - Ammunition	10,828	11,000	11,000	12,000	1,000	9.09
Yearly qualifications of pistols, rifles required by MPTC,	cost continually going up					
520930 - Fire Eq & Sup	48,778	35,000	35,000	40,000	5,000	14.29
Ballistics vest replacements, firearms, defensive equipm	ent, narcan for opoid emergency	y, mobile fingerprint de	evices			
521150 - Hth Lab Med Sup	0	1,000	600	1,000	0	0.00
521330 - Animal Handling Sup	1,730	2,000	1,800	2,000	0	0.00
521400 - Publications	1,874	3,000	3,000	3,000	0	0.00
521550 - Clng Uniform & Rel	44,684	35,000	35,000	38,000	3,000	8.57
Uniforms for new hires, replacements for wear and tear,	patrol jackets, BDU's shoes, boo	ots, ties, badges, nam	e plates, tie bars			
521720 - Household Supplies	425	2,500	1,000	2,500	0	0.00
52 - Supplies and Materials Total	128,961	115,000	112,900	125,500	10,500	9.13
581050 - Dir Cost Conv-Veh	630,216	451,359	451,359	406,277	-45,082	-9.99
581059 - Dir Cost Conv-GIS	4,495	5,054	5,054	7,203	2,149	42.52
58 - Expense Other Total	634,711	456,413	456,413	413,480	-42,933	-9.41
9999999999999999900 - Administration Total	7,436,739	7,761,203	7,491,220	7,987,050	225,847	2.91
000000 - General Fund Total	7,436,739	7,761,203	7,491,220	7,987,050	225,847	2.91

Sheriff's Office Division Detail

Division Expenditure Detail: 7600000000 - Sheriff's Office

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
1400000000 - General-Int Grant						
Funded Program : 9999999991000000081400 - Child Support Summons & V	Warrants					
500100 - Salary-Regular	3,893	0	0	0	0	N/A
501100 - Benefits-FICA	323	0	0	0	0	N/A
50 - Personnel Costs Total	4,216	0	0	0	0	N/A
9999999991000000081400 - Child Support Summons & Warrants Total	4,216	0	0	0	0	N/A
Funded Program : 99999999910000000081500 - Child Support Enforcement						
500100 - Salary-Regular	6,327	0	10,200	10,200	10,200	N/A
501100 - Benefits-FICA	469	0	0	0	0	N/A
50 - Personnel Costs Total	6,796	0	10,200	10,200	10,200	N/A
9999999991000000081500 - Child Support Enforcement Total	6,796	0	10,200	10,200	10,200	N/A
140000000 - General-Int Grant Total	11,012	0	10,200	10,200	10,200	N/A
7600000000 - Sheriff's Office Total	7,447,751	7,761,203	7,501,420	7,997,250	236,047	3.04%

Sheriff's Office Division Detail

Division Narrative: 7600000000 - Sheriff's Office

Fund: Grants Fund

Narrative :

The Domestic Violence Document Services grant provides overtime funding to ensure the timely service of domestic violence related documents by the Domestic Violence Unit.

Sheriff's Office Division Detail

Division Expenditure Detail: 7600000000 - Sheriff's Office

Fund: Grants Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change		
260000000 - Grants-External								
Funded Program : 9999999991000000081300 - Child Support Enforcement	FY17							
515900 - Other Ctrctual Svc	0	20,000	0	0	-20,000	-100.00%		
51 - Contractual Services Total	0	20,000	0	0	-20,000	-100.00%		
99999999910000000081300 - Child Support Enforcement FY17 Total	0	20,000	0	0	-20,000	-100.00%		
Funded Program : 99999999910000000081400 - Child Support Summons & Warrants								
500100 - Salary-Regular	6,413	0	0	0	0	N/A		
501100 - Benefits-FICA	531	0	0	0	0	N/A		
50 - Personnel Costs Total	6,944	0	0	0	0	N/A		
99999999910000000081400 - Child Support Summons & Warrants Total	6,944	0	0	0	0	N/A		
Funded Program : 9999999991000000081500 - Child Support Enforcement								
500100 - Salary-Regular	10,335	0	0	19,800	19,800	N/A		
501100 - Benefits-FICA	766	0	0	0	0	N/A		
50 - Personnel Costs Total	11,101	0	0	19,800	19,800	N/A		
999999991000000081500 - Child Support Enforcement Total	11,101	0	0	19,800	19,800	N/A		
Funded Program : 99999999992000000037500 - Domestic Violence Docume	nt Service							
500900 - Salary-Overtime	0	0	25,000	25,000	25,000	N/A		
50 - Personnel Costs Total	0	0	25,000	25,000	25,000	N/A		
9999999992000000037500 - Domestic Violence Document Service Total	0	0	25,000	25,000	25,000	N/A		
Funded Program : 9999999992000000046900 - Domestic Violence Docume	nt Service							
500900 - Salary-Overtime	0	25,000	0	0	-25,000	-100.00%		
50 - Personnel Costs Total	0	25,000	0	0	-25,000	-100.00%		
9999999992000000046900 - Domestic Violence Document Service Total	0	25,000	0	0	-25,000	-100.00%		

Sheriff's Office Division Detail

Division Expenditure Detail: 7600000000 - Sheriff's Office

Fund: Grants Fund

	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Proposed	\$ Change	% Change
260000000 - Grants-External						
Funded Program : 99999999999999999900 - Administration						
500900 - Salary-Overtime	9,254	0	0	0	0	N/A
50 - Personnel Costs Total	9,254	0	0	0	0	N/A
99999999999999999900 - Administration Total	9,254	0	0	0	0	N/A
2600000000 - Grants-External Total	27,299	45,000	25,000	44,800	-200	-0.44%
7600000000 - Sheriff's Office Total	27,299	45,000	25,000	44,800	-200	-0.44%